

July 2013

PROVO SERVICE AREA



Job Seeking Skills Workshops

Open to all Job Seeking Customers

Workshop	Date	Time	Location
RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.	July 1	1:00 PM–4:00 PM	Provo EC
INTERVIEW SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.	July 2	9:00 AM–12:00 PM	Provo EC
JOB CLUB: Build your network, develop your job search plan, receive career guidance, learn and develop various job-seeking skills, gain confidence in your abilities, listen to guest speakers and learn which employers are hiring and what they expect.	July 2, 9, 11, 16, 18, 23, 25, 30	8:15 AM–9:15 AM	Provo EC
JOB SEARCHING WITH TECHNOLOGY: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resúmes. Basic computer skills required.	July 2	1:00 PM–4:00 PM	Provo EC
NETWORKING STRATEGIES: Learn how to design and implement a strategic networking plan and find employment opportunities in the hidden job market.	July 3	9:00 AM–12:00 PM	Provo EC
EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.	July 8, 15, 22, 29	1:00 PM–3:00 PM	Provo EC
JOB PREP LAB: DWS staff assistance with registration, resúmes, completion of job applications, mock interviews, cover letters, thank you letters, etc.	July 5, 12, 19, 26	1:00 PM–3:00 PM	Provo EC
LINKEDIN #1: Learn how to complete an effective profile, add content that experts look for, obtain quality references and build your network.	July 9	1:00 PM–3:00 PM	Provo EC
LINKEDIN #2: Learn how to find and connect to high profile people, find networking opportunities, get introductions, learn personal brand management and conduct a job search.	July 11	1:00 PM–3:00 PM	Provo EC



To sign up for any of our **NO COST** workshops, register at jobs.utah.gov/jobseeker and select “Attend a Workshop” from the bottom menu to register.
Employment Center (EC) Location
 Provo EC
 1550 N. 200 W. (Freedom Blvd.)

For additional information regarding these workshops, please contact Rebecca at 801-342-2655.

Plan to arrive 10–15 minutes before the workshop begins. Workshops *start* at the scheduled time. With respect to customers who arrive on time, *late-comers will be asked to reschedule.*

Workforce Services • jobs.utah.gov
 Equal Opportunity Employer/Program

continued

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

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Workshop	Date	Time	Location
VETERAN EMPLOYMENT ESSENTIALS: Learn steps to changing industries, job searching with technology methods, drafting a professional resumé and mastering job interview skills. Participants are encouraged to bring their resúmes.	July 16	1:00 PM–3:00 PM	Provo EC



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